



MASTER SERVICES AGREEMENT

**TO: Emily Kruszewski, Director of Corporate Communications
CareerSource Central Florida**

**FROM: Audrey Goff, Vice President
Moore, Inc.**

DATE: December 2, 2022

This Master Services Agreement (herein referred to as "MSA") is made December 2, 2022 between Moore Communications Group, Inc. (dba "Moore, Inc." herein referred to as "Moore") and CareerSource Central Florida (herein after referred to as "the client"). Moore is appointed to work with the client subject to the terms and conditions of this MSA effective upon signing of this MSA by Moore and the client (herein referred to as "both parties").

Scope of Services

Moore will perform and provide specific integrated communications services that may include, but not limited to: Public Relations Counsel, Public Relations, Strategic Communications Planning, Advertising, Branding, Creative/Design, Graphic Design, Web Design, Community Relations, Cooperative Programs, Crisis Communication, Direct Mail, Governmental Relations (excluding lobbying), Marketing, Public Affairs, Market Research, Media Relations and Tracking, Promotional Materials, Special Events, and Social Media services as requested by the client.

Statements of Work

All services and deliverables performed and provided by Moore for the client will be set forth in an applicable Statement of Work (herein referred to as "SOW"). Moore shall perform and provide the scope of services, scope of work, and deliverables described in each applicable SOW for the client in accordance with the terms and conditions set forth in this MSA and applicable SOW.

Each SOW will include the following information: (i) the "Scope of Services" section will provide a description of services that Moore will perform for the client; (ii) the "Scope of Work" section will provide project specific services and deliverables that Moore will perform or provide for the client; (iii) the "Term of Agreement" section will set forth specific dates of the commencement and completion of services related to the "Scope of Service"; (iv) the "Fees" section will set forth the budget agreed upon by Moore and the client for the "Scope of Work" described in the applicable SOW; (v) The "Authority" section will grant authority to designated staff members to act on behalf of the client.

Fees

Fees will be set forth in an applicable SOW in accordance with the terms and conditions set forth in this MSA and applicable SOW.

Any additional work for the client beyond the scope of work or project fees outlined in an applicable SOW requires written approval from the client prior to any additional work being conducted by Moore. Moore will provide a quote with a defined scope of work and an estimated budget for review and written approval by the client before any work is executed. Additional work requests will be charged in accordance with Moore's standard hourly rates for respective services:

- **Account Servicing and Graphic Design:** **\$145/hour**
- **Crisis Communications:** **\$145/hour**

Moore Communications Group is working on behalf of CareerSource Florida through its existing contract. This was a competitively procured contract for expert communications support to deliver on-demand statewide communications outreach. The discounted rate of \$145/hour is a piggyback rate available to local boards. Hourly fees incurred are billed in quarter hour increments, with partial increments rounded to the nearest quarter hour for all services and production time for all Moore staff. Invoices are sent on a monthly basis and are due upon receipt. Graphic design services for large and/or special projects are subject to specific timeframes that are mutually acceptable to both parties related to the scope of work. Graphic design services have a minimum turnaround time of 10 business days. English to Spanish translation services are billed in quarter hour increments with partial increments rounded to the nearest quarter hour for all translation services rendered.

Website design and development fees do not include content development and post-launch content editing. All website content is to be provided by the client. Moore's standard hourly rate for website design and development does not include specific work for emergency website technical maintenance. Emergency website technical maintenance is defined as technical maintenance requests requiring the reallocation and/or rescheduling of Moore resources due to a client emergency, and/or those requiring attention outside of Moore's regular business hours of Monday through Friday, 8:30 a.m. to 5:30 p.m. EST, and/or on holidays. Emergency website technical maintenance would be provided upon specific client request and approval, and billed at the hourly rate of \$200/hour.

Moore's standard hourly rate for account servicing does not include crisis communications or dedicated account servicing by executive level personnel. Crisis communications and dedicated account servicing by executive level personnel would be provided upon specific client request and approval of the hourly rate of \$145/hour for these services.

Contract/SOW's Not to Exceed Total Amount - \$70,000

Advertising Spend

Advertising spend and management fees will be detailed in the SOW. Following the execution of the SOW, Moore will provide the client with an Insertion Order (I/O) that details the allocated advertising spend, medium and timeline for the client's signed approval. For those on monthly payment plans, Moore will bill client in advance for monthly for actual advertising costs as set forth in the approved insertion order, plus agreed upon commission/and or fees for advertising creative development. Once a quarter or when the advertising is completed, whichever is shorter, Moore will reconcile the actual advertising spend with the approved insertion order and issue a credit or an additional invoice for the difference.

For digital advertising, the client will receive a campaign summary report after all digital advertising has run. This report will include a breakout of spend by platform. For traditional advertising, the client will receive backup documentation outlining what advertising ran.

Campaign documentation and performance will be dependent on Moore's accessibility to the client's digital advertising platforms relevant to the engagement (e.g., Admin-level Google Analytics access, Google AdWords) as provided by the client and/or client contracted vendors. This access will be provided upon activation of the engagement, at least three (3) weeks prior to the launch of any campaign(s).

Hard Costs

Fees outlined above do not include additional hard costs unless otherwise defined. Hard costs include (but are not limited to) the following expenses: printing, photography (original or stock art, including graphical icons), production, postage, long-distance phone and fax, shipping, photocopy, materials and client supplies videography, domain purchases, SSL certificates, and website application licenses or modules. Hard costs are billed at cost plus a standard 15% mark-up. All hard costs must be included in the Statement of Work and approved in writing.

The following services are provided at no cost: local mileage, local phone calls, local faxing and local delivery service. No expenses will be incurred without client approval.

Representations

The client unconditionally represents and warrants that any elements of text, graphics, photos, designs, trademarks, trade names, copyrights, or other art work furnished to Moore by the client for inclusion in the scope of work are owned by the client, that the client has permission from the rightful owner to use each of these elements, and will hold Moore harmless, protect, indemnify and defend Moore and its successors and assigns from any liability arising from the use of such elements furnished by the client, and from any claim or suit, threatened or actual, including attorney fees and court costs.

Ownership of Materials Produced

The client becomes the owner of graphic design, copywriting and other materials produced by Moore upon payment of all related invoices. Stock photography may not be reused or reproduced for any purpose other than the product that was produced by Moore. The client may use original photographs produced by Moore for any purpose once Moore has been paid for the photographs and photography services. Moore retains a license to use any materials produced for the client for the purpose of award entries, business development activities and other marketing activities subject to written consent of the client.

Indemnification

Each party shall indemnify, defend, save and hold harmless the other party and all of the other party's officers, agents or employees from all suits, actions, claims, demands, or liability of any nature whatsoever arising out of, because of, by any negligent act, or by any occurrence of commission of the acts, by the other party's officers, agents, or employees. Neither party's officers, agents, or employees will be liable under this section for damages arising out of injury or damage or persons or property directly caused or resulting from the negligence of the other party or any of the other party's officers, agents, or employees.

Confidentiality

Moore and the client agree that all information provided by the client and all communications between the parties, including communication by any person on behalf of the client, will be confidential. The parties agree that they shall not disclose, communicate,

or permit to be disclosed or communicated, whether directly or indirectly, whether orally or in any other medium any information obtained from the client or any person acting on behalf of the client, without prior express written consent of the client.

Additional Terms and Conditions

- See Attachment A

Authority

For purposes of this MSA and applicable SOWs, authority to perform any act on behalf of the client may be granted only by that person or those persons listed below or such persons as may be identified from time to time by any person listed below:

- Emily Kruszewski

Term of the Master Services Agreement

This MSA is valid upon the signing of both parties beginning **December 2, 2022** and remains in effect until cancelled by either party. Either party may cancel the MSA with 30 days written notice. If the client cancels this contract before the end of the term, the amount due will be the pro-rated amount for the work completed and delivered at the date of cancellation. Either party will not seek to employ any current employee of the other party during the course of the agreement defined within this MSA and applicable SOWs and for 12 months thereafter without the prior consent of Moore.

Any changes to this MSA or applicable SOWs must be provided and approved in writing. The signatures below indicate understanding of the MSA with the terms as stated.

CareerSource Central Florida

Pamela Nalps

DATE 12/19/2022

Moore, Inc.
Terrie Ard, President

Terrie Ard

DATE 12/15/22

Please Provide the Following Billing Information:

Billing Contact (Name and Title): Carol Sierra - Accounting Manager

Billing Address: 390 N. Orange Avenue, Suite 700, Orlando, FL 32801

Billing Email and Phone: AccountsPayable@careersourcecf.com

Federal Tax ID #: 59-3396497

Is your organization exempt from paying Florida State sales tax? YES NO

(If yes, please attach a copy of your tax exemption letter)

Purchase Order (PO) Number to be used, if applicable: _____

(Please attach a copy of the PO, if applicable)



CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES

CareerSource Central Florida will not award a contract where Contractor has failed to accept the CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this Attachment. In performing its responsibilities under this Contract, Contractor hereby certifies and assures that it will fully comply with the following:

I. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTION (29 CFR Part 95 and 98).

The prospective Contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this Contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph above; and/or
- d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

Where the prospective Contractor is unable to certify to any of the statements in this certification, such prospective Contractor shall attach an explanation to this proposal (or plan).

II. CERTIFICATION REGARDING LOBBYING (29 CFR Part 93)

Contractor certifies, to the best of his or her knowledge & belief, that:

No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the documents for all subawards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

III. NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37)

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- a. Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;
- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- f. Section 654 of the Omnibus Budget Reconciliation Act of 1981 (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

IV. ACCESS TO RECORDS

Access by CareerSource Central Florida, Inc., the Comptroller General of the United States or any of their duly authorized representatives must be given to any books, documents, papers and records (including computer records) of Contractor or sub-contractor which are directly pertinent to charges to the services, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies; this right also includes timely and reasonable access to Contractor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents.

V. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Contractor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

VI. PROVISION AGAINST ASSIGNMENT

Contractor shall not subcontract any of the services named in this modified agreement. No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the Board. Approval does not relieve Contractor from this modified agreement.

VII. DAVIS-BACON ACT

Contractor will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a and 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C. 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29 CFR part 3), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

VIII. CONSTRUCTION OR RENOVATION OF FACILITIES USING PROGRAM FUNDS

Contractor is aware that Federal funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated, through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.

IX. AMERICANS WITH DISABILITIES ACT

Contractor will comply with the Americans with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; in all employment practices, including job application, procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities.

X. EXECUTIVE ORDER 11246

Executive Order 11246, as amended by Executive Order 11375, requires that Federal Contractor and Subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/Subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin.

XI. CONFLICT OF INTEREST/STANDARDS OF CONDUCT

Contractor agrees that in administering the contract to comply with standards of conduct that maintain the integrity of the contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

XII. CLEAN AIR/CLEAN WATER ACT/SOLID WASTE DISPOSAL ACT

The Contractor, if receiving in excess of \$100,000 in funding through this modified agreement, is required to comply with all applicable standards, orders, or regulations issued under the Clean Air Act, as amended (42 U.S.C. 7401), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). Contractor shall report any violations of the above to the Board. The Contractor will also comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

XIII. ENERGY EFFICIENCY

Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with Energy Policy and Conservation Act (Public Law 94-163).

XIV. ENVIRONMENTAL STANDARDS

Contractor will comply with environmental standards which may be prescribed pursuant to the following:

- a. Institution of quality control measures under the National Environmental Policy Act of 1969 (P.L.91-190) and Executive Order (EO11514);
- b. Notification of violating facilities pursuant to EO 11738;
- c. Protection of wetlands pursuant to EO 11990;
- d. Evaluation of flood plains in accordance with EO 11988;
- e. Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.)
- f. Conformity of Federal Actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U. S. C. 7401 et seq.);
- g. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L. 93-523); and
- h. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P. L. 93-205).

XV. INTEGRITY

Contractor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR part 93. When applicable, if this Contract is in excess of \$100,000, Contractor must, prior to execution, complete the Certification Regarding Lobbying Form.

XVI. PUBLIC ANNOUNCEMENTS AND ADVERTISING

The contractor agrees to comply with the provision of the Stevens Amendment as specified in P.L. 115-31, Division H, Title V, Section 505; P.L. 103-333 §508. When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part under this Agreement, Contractor shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money under this Agreement and (2) the dollar amount of Federal funds for the project or program (3) Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

XVII. MODIFICATIONS

The terms of this modified agreement may be renegotiated and changed whenever extenuating circumstances affect the ability of either party to honor commitments made in this modified agreement. Extenuating circumstances must be for situations beyond the control or expectations of either party. Both parties must mutually agree upon renegotiation.

No modification of this modified agreement will be effective unless it is in writing, signed and dated by both parties.

The Board may unilaterally modify this modified agreement at will to accommodate any change in the federal or state programs, under which this modified agreement is funded, any change in the interpretation of the federal or state programs, under which this modified agreement is funded, or any applicable federal, state or local laws, regulations, rules or policies. The Board retains the option to extend this contract for an additional one year period at the end of this contract.

XVIII. TERMINATION FOR DEFAULT/CONVENIENCE

This modified agreement may be terminated as follows:

1. Either party may request termination of modified agreement upon 60 days prior written notice to the other party. Written notification of termination must be by registered mail, return receipt requested.
2. The Board may unilaterally terminate or modify this modified agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.
3. The Board may unilaterally terminate this modified agreement at any time that it is determined that:
 - a. Contractor fails to provide any of the services it has contracted to provide; or
 - b. Contractor fails to comply with the provisions of this modified agreement; or
 - c. Such termination is in the best interest of the Board.

If Contractor disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination CareerSource Central Florida, who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this modified agreement is terminated for cause, Contractor shall be liable to the Board for damages sustained for any breach of this modified agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

In instances where Contractors/sub-grantees violate or breach modified agreement terms, the Board will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

XX. COMPLIANCE WITH TANF

Contractor shall comply with the Temporary Assistance to Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated there under.

XX. RIGHTS TO DATA/COPYRIGHTS AND PATENTS

The Board, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

Contractor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. Contractor understands that Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

XXI. PUBLIC ENTITY CRIMES

Contractor shall comply with Section 287.133(2)(a), F.S., whereby a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

XXII. THE PRO-CHILDREN ACT

Contractor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Contract shall prohibit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

XXIII. CONFIDENTIALITY

It is understood that the Contractor shall maintain the confidentiality of any information, regarding CareerSource Central Florida customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CareerSource Central Florida for purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of CareerSource Central Florida. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

XXIV. PROCUREMENT OF RECOVERED MATERIALS

Contractor agrees to comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.

XXV. DOMESTIC PREFERENCES FOR PROCUREMENTS

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.322 and the requirements stated therein.

XXVI. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.216 and the requirements stated therein. See Public Law 115-232, section 889 for additional information and 2 CFR part 200.471.

XXVII. PROMOTING FREE SPEECH AND RELIGIOUS LIBERTY & IMPROVING FREE INQUIRY, TRANSPARENCY AND ACCOUNTABILITY AT COLLEGES AND UNIVERSITIES

Contractor agrees to follow the statutory and national policy requirements, as applicable, stated in 2 CFR § 200.300 and Executive Order 13798 Promoting Free Speech and Religious Liberty and Executive Order 13864 Improving Free Inquiry, Transparency and Accountability at College and Universities.

XXVIII. E-VERIFY

Contractor warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify system (E- [Verify.gov](http://www.dhs.gov/e-verify.gov)), and beginning January 1, 2021, uses the E-Verify system to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of Contractor's subcontractors performing the duties and obligations of the Agreement are registered with the E-Verify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

By signing below, Contractor hereby certifies and assures that it will fully comply with the provisions listed above:

Andrea Blount, VP of Finance
Printed Name and Title of Authorized Representative

Andrea Blount
Signature of Authorized Representative

Moore, Inc.
Organization/Business Name

11/14/22
Date



STATEMENT OF WORK

TO: Emily Kruszewski, Director of Corporate Communications
CareerSource Central Florida

FROM: Audrey Goff, Vice President
Moore, Inc.

DATE: December 9, 2022

SOW #: 2242- Phase 1: CareerSource Central Florida Website

This is a Statement of Work (herein referred to as "SOW") between Moore Communications Group, Inc. (dba "Moore, Inc." herein referred to as "Moore") and CareerSource Central Florida (herein referred to as "the client"). This SOW shall be effective as of the date signed by Moore and the client (herein referred to as "both parties") hereto.

- I. **Scope of Services:** Specific services may include integrated communications including but not limited to: Public Relations Counsel, Public Relations, Strategic Communications Planning, Community Relations, Media Relations, Governmental Relations (excluding lobbying), Crisis Communication, Public Affairs, Marketing, Advertising, Branding, Cooperative Programs, Creative/Design, Graphic Design, Web Design, Direct Mail, Social Media, Market Research, Tracking, Promotional Materials and Special Event services as requested by the client.
- II. **Scope of Work:** The scope of work for the client will be as follows:
 - Support of key website optimizations and addressing key issues, including:
 - SYP Applications managed thru CareerEdge > Google tag manager integration - Tracking & Testing, styling, embedding the forms via iFrame.
 - Qless - determine a better process for the steps leading up to being taken off site to Qless platform - we are thinking this will be a page that houses the information rather than multiple clicks to get to the same area of Qless platform. Moore to create a process map/flow to rework the user experience for approval - no development included
 - Research and development of recommendations of tools for Workshop/Recruitment options
- III. **Effective Date:** This SOW is valid upon the signing of both parties effective December 9, 2022 and remains in effect until written cancellation. Either party may cancel the SOW with 60 days written notice.
- IV. **Fees:** Moore will charge an hourly rate for support of these service at the \$145/hr rate. This project is estimated at 30 hours for a do-not-exceed total of \$4,350.
- V. **Authority:** For purposes of this SOW, authority to perform any act on behalf of the client may be granted only by the person(s) listed, or such persons as may be identified from time to time by any person listed:
 - Emily Kruszewski

Any changes to this SOW must be provided and approved by both parties in writing. By signing below, both parties indicate understanding and agreement with the terms as stated above.

CareerSource Central Florida

Pamela Nabors

DATE 12/19/2022

Moore, Inc.

Terrie Ard, President & COO

Terrie Ard

DATE

12/15/22